



## ARIZONA DEPARTMENT OF ECONOMIC SECURITY

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### Vendor SPIRIT Registration Process

Register with the e-procurement system, SPIRIT, to conduct business with the State of Arizona. Registering through SPIRIT provides you the opportunity to: describe your business, products and services; identify your business as small, minority, or women-owned; update your registrations; receive Request for Proposals (RFPs) and Invitation for Bids (IFBs); submit proposals, bids and quotations; receive contract award results and review evaluation reports and competitor submissions.

We recommend you begin the registration process on the Enterprise Procurement Services website: <http://www.azspo.az.gov/>. Click on the SPIRIT link to the SPIRIT HELP documents. On this webpage, you will find several documents that are beneficial in explaining the process. You will also find a document to help you identify the commodity code(s) for services or commodities you provide, prior to registering into SPIRIT. Download the commodity code spread sheet from this site. The State indexes and references these commodity codes to the various products and services offered by Suppliers with products or services the State is procuring, to meet specific requirements when publishing a solicitation.

Once you have obtained the commodity code(s) applicable to your business, go to [www.spirit.az.gov](http://www.spirit.az.gov) (there is also a link on the information webpage), find the category called SUPPLIERS located on the left-hand side of the page and click on it. Next, click on REGISTER. Now scroll to the bottom of the page where you find ABOUT SUPPLIER REGISTRATION and click on the OK button to open the registration form. You are now ready to complete the New Registration Form with your business information. Most of the form is fairly straightforward and self-explanatory.

At the commodity code section, you will see three buttons: ADD, REMOVE and SEARCH. Use "Search". This is where you search for the commodity codes you previously obtained. (We suggest you not use the ADD button because it pulls up another version of the Commodity Code index. This index breaks the index down to over a few dozen pages and does not save any selected codes when you move from one page to the next.)

If you did not previously obtain those commodity codes, use the SEARCH button to locate the codes you may want to use. The SEARCH button requires you to use a key word or one of the code numbers (either the four-digit prefix or the whole code number) from the index to search for commodity codes. Use a word that best describes the service(s) or commodity type(s) offered by your company or organization.

You are not limited to one commodity code; therefore, you are encouraged to register as many commodity codes as you consider necessary and appropriate for your company/organization.

When you have completed the form, click the SUBMIT button. If you have left any required information off of the form, the system will give you an error message and relocate to the spot where the required information is missing. If you do not receive a message and are taken to a page where you can download the forms to register for automated clearinghouse payments, you have successfully registered with the State (Automated clearinghouse payments are not available through DES).

As a note, many email systems block unwanted or unsolicited email senders. You may wish to add "Notes\_Administrator@AZ.GOV" to your email contact list so email notifications from the SPIRIT system are not blocked your email.

Contact the **SPIRIT Help Desk at (602) 542-7600**, if you encounter a problem or need further assistance.